

Polk State College Faculty Senate Minutes

March 2020

Date: Monday, March, 9

TIME: 3:00 P.M.

Location: LTB 1295 and WMS 124

Steering Committee to Meet Following the Senate Meeting

OFFICERS:

Bill Caldecutt, President

Anthony Cornett, Vice President-Winter Haven

Cindy Freitag, Vice President- Lakeland

Rebecka Ramos, Secretary

Lorrie Jones, Parliamentarian

Greg Harris, Senator at Large

Lee Thomas, Administrative Liaison

Senators: Andrew Coombs, Carol Stinson, Alexandros Dimitriadis, Megan Cavanah, Dawn Dyer, Amy McIntosh, Jess Jones, Keith Libert, Rafaela Ellis, Aaron Morgan, Johnny Stewart, Lorne Fairbairn, Dann Hazel

Guests: Teresa Vorous, Cody Moyer, George Urbano, Joan Connors, Tamara Sakagawa, Susan Hiatt

Approval of Minutes from February Meeting. Lorrie moved to approve. Andrew seconded. Minutes approved.

Approval of March Agenda. Amy moved to approve. Rafi seconded. Agenda approved.

Reports:

- **President's Report: New Vice President:** Bill reported that there is a new Vice President of Business and Finance. Bill has met with him to talk about health plans and other issues that are of concern for faculty. Bill has another meeting this week to discuss these issues at length. **Enrollment:** Enrollment is down .5%. **Procedure 1024:** The Procedure 1024 subcommittee met and worked through some of the issues in the procedure. The committee hopes to have something to present to Senate for the next meeting. **Consultant:** In 2017 a consultant was hired to discuss concerns about the College and advise Dr. Falconetti. The consultant met with many areas, including faculty, staff, and administration. Now, the consultant is following up on the recommendations. Faculty met with the consultant again to share ideas and concerns. In the next month or two the consultant will provide a report, which Bill will summarize for Senate. **Health plan:** Jill sent out an email last week with information about the two different health plans. As of

now, the roll-out strategy remains the same. The College will cover the cost of the old plan for approximately \$40-50 per month, and then faculty will be expected to cover the difference next year. Cindy mentioned that she has heard from many faculty who are concerned because for the first time at the College provided health plans are not being covered 100%. Previously, when Bill has addressed this with the CFO, he was not given a clear response. Bill is optimistic that the new VP will be more transparent and provide Senate an understanding of how some business functions, like health plan selection, work. Alexandros mentioned that eliminating the better plan, which is not covered fully, is a significant difference in the quality of the plan. Dr. Thomas mentioned that there is a lot of discussion coming forwards about raises and health insurance that may help ease faculty's concerns. Bill has asked, again, that any specifics about the differences between the two plans he would be able to use them looking at the plans. Jess mentioned that the specific difference in emergency care is significant. Previously, it was about \$50-75 for emergency care, and now it is 20% of the service. Andrew mentioned that he was able to visit the local emergency plan and with the current plan he paid approximately \$500, and he would have paid significantly more under the new plan. Alexandros mentioned that a stress test was free under the current plan but would have been \$250 under the new plan. Bill provided a brief history of how we ended up with these two plans. Discussion ensued. Bill asked with emails containing specifics that he can use in further discussions. Rafi mentioned that it is important that Senate understands the context of this change: no raises, no steps, and the increased retirement pay-in over the last ten years. Amy asserted that with the change in the plans, Polk could have a sicker community. Aaron agreed he is hearing the same concerns from his department. **Budget:** Bill provided an update on the budget. Right now, funds have been identified to help cover some costs if the budget is a short fall. The College is waiting for the legislative outcome. Specifically, steps, base pay, and adjunct salary are ready to be addressed if the legislature cooperates.

- Lakeland Vice President's Report: Report has been uploaded in PIE. Cindy reminded Senate that Fall and Summer registration begin when we return from Spring Break. The Academic Calendar that is up is a draft. Dr. Thomas will address that. Cindy included important dates and events.
- Winter Haven Vice President's Report: No report this month.
- Administrative Liaison's Report: **Study Abroad:** All study abroad has been cancelled through July. Dr. Thomas mentioned that it is the College's intent to not have students loose learning opportunities from the coronavirus. As of now, travel abroad is suspended through July. Dr. Thomas said that everyone is working with EF and students to try to make sure that the students have a fair opportunity. **Moving Classes Online:** Dr. Thomas reported that administration is working on an academic continuity plan. Departments have been asked to discuss some of the logistics of moving classes online. Deans should be communicating with DCs. Departments need to have a strategy for working with students should we need to move courses online, just in case. Right now, the College is just trying to get a general idea of how to make this work should we need a contingency plan. **Sanitation Issues:** Amy mentioned that there are buildings that do not have soap or sanitizer. Lorrie agreed. Andrew mentioned that the sinks in WFA had not

been working for quite, and Rebecka mentioned that the bathrooms in WLR were in the same situation. Sanitizer dispensers are filled with soap. George said we do have hand sanitizer, and he will make sure that all bathrooms are checked. Andrew asked if faculty travel as far as conferences has been discussed. Dr. Thomas said the he does not have a specific update.

Committee Reports and Updates:

- Biology Faculty: Cindy is chairing the committee, and Cindy is getting ready to have the kick-off meeting.
- Nursing Clinical Faculty: Lorrie reported that candidates have been narrowed down. A recommendation is coming.
- Dr. Thomas reported that: Dr. Hutcherson has reported that she will be returning to faculty, so administration is in the process of deciding what the College will do.

Old Business:

- Rule 3.08 *Suspension or Termination of Employees*: No updates have been provided. Jess moved to table. Aaron seconded. All approved.
- Procedure 5023: *Interpretation of College Regulations*: No updates have been provided. Jess moved to table. Aaron seconded. All approved.
- Procedure 6085: *Investigations*: No updates have been provided. Jess moved to table. Aaron seconded. All approved.
- Rule 3.01: *Personnel Program*: No updates have been provided. Jess moved to table. Aaron seconded. All approved.
- Procedure 6049: *Travel and Subsistence for Authorized Persons*: No updates have been provided. Jess moved to table. Aaron seconded. All approved.
- Procedure 6012: *Teaching Faculty Evaluation System*: Dr. Thomas said that he has updated the attachment. Megan mentioned that on the adjunct observation forms had changed to four categories, but full-time faculty has not changed. Lorrie mentioned that are some point, the form changed, and that information is important. Dr. Thomas said he would take a look at it. Lorrie moved to table. Greg seconded. Procedure was tabled.
- Procedure 1001: *Communicating Course Information to Students*: Amy moved to approve. Andrew approved. Motion approved.
- Procedure 6015: *Student Worker Employment*: Jess moved to table. Cindy seconded. Motion was tabled.

New Business:

- New Online Education Quality Initiatives: Cody mentioned that Florida Shines is a catalog of online courses that are available at the state level. These courses do not have to go through QM, but must meet quality standards. Courses will have two-three reviewers, some that are currently being trained internally. This is a movement that is happening across the state. Cody and the Distance-Learning Committee are trying to get ahead of the curve and be leaders in online quality initiatives.

- Canvas Updates: Learning technology has now locked the date changing in Canvas. If a date does need to be changed, faculty should email Learning Technology. Students can also only participate in the course during the course dates. Online courses are open for 6 days prior to the course starting and 14 days after. Professors can lock the assignments to prevent students from working before the term starts. Rebecka asked if this would solve the issue of students working ahead in the course before the start date. Students can see their assignments, and professors can lock assignments so they do not work until the course starts. Cindy asked what happens if a course is cancelled and instructors have already worked in the course. Dr. Thomas stated that \$150 stipend is awarded to adjuncts who start their courses online, but the courses are cancelled. Dr. Thomas assured that these are always looking at these cancellations as a case by case basis. Canvas inbox has not allowed students communicate with professors if the student has been dropped. Canvas is still working on this. Learning Technology has added some messaging to help the students contact professors at their Polk email addresses. Students should be changing their passwords once or twice a year for SACs and privacy. Cody will be meeting with Bob Stack to discuss this. In the meantime, students have been sent messages to update their passwords in Canvas.
- Deadline to Enroll in Online Classes: Cody mentioned that the policy has been that 8:00 am on the first day of a course, those students cannot enroll in new classes. The recommendation was made to move the deadline to add or drop an online course to 8:00 am the second day. Cody will double check to see if the second day is a weekend, if it will be the deadline. This change will be effective Summer.
- Procedure 1032 *Intellectual Property*: At the last meeting, there was concern that professors do not have rights to intellectual property used for the College. Bill clarified the procedure. Lorrie moved to table. Amy seconded. Procedure tabled.
- Credentialing Manual: Dr. Thomas mentioned that it has been the prior practice for credentialing went to DCG first. Dr. Thomas would like to change the process so that the credentialing manual starts with faculty. Many times, over the last few years, changes were made to credentialing without examining the faculty impacted. Specifically, a lot issues changed when we added AS and AA section. FHRC, DCs and directors, and Dr. Thomas worked together to ensure that the manual was accurate, and faculty were matched accordingly. Dr. Thomas provided a review of the changes. Any faculty impacted were given an alternative credentialing pathway, including financial assistance for additional coursework. Approximately three individuals will not be able to teach their current courses, but alternative credentialing is available. The College will work with faculty and adjuncts who need help finding credentialing options. Amy mentioned that the Math Education Master's should allow professors to teach MAT 1033. Alexandros suggested that the course is not a high school course and should be taught by someone with graduate level work in math. Megan reminded the group that the math departments were able to vote on the decision, and this is what they agreed to as a whole group. Amy mentioned that she was concerned with telling full time faculty that they cannot teach the classes they have been teaching. Susan Hiatt mentioned that she was concerned that those faculty who need to have additional courses are supported and that people who work for

the College won't be affected again. Andrew moved to approve. Dawn seconded. Motion passed. Amy opposed.

4:32. Greg moved to extend. Cindy seconded. All approved.

Rules and Procedures:

- Rule 1.6 *Code of Ethics*: Amy moved to approve. Rafi seconded. Rule passed.
- Rule 1.08 *New Members*: Amy moved to approve. Rafi seconded. Rule passed.
- Rule 2.01 *College Mission and Goals*: Amy moved to approve. Rafi seconded. Rule passed with changes.
- Rule 2.06 *President's Powers and Duties*: Amy moved to approve. Rafi seconded. Rule passed.
- Rule 2.11 *Use of College Facilities, Properties, and Services by Non-College Users*: Megan mentioned that the term "provost" is still mentioned. Amy moved to approve with changes. Amy moved to approve. Rafi seconded. Rule passed.
- Rule 2.15 *Accessing Public Records*: Amy moved to approve. Rafi seconded. Rule passed.
- Rule 5.01 *Business Affairs*: Amy moved to approve. Rafi seconded. Rule passed.
- Rule 5.05 *Budget Amendments*: Amy moved to approve. Rafi seconded. Rule passed.
- Rule 5.20 *Maintenance, Sanitation, and Housekeeping of College Facilities*: Rafi moved to approve. Jess seconded. Rule passed.
- Rule 5.23 *Building Code Guidelines for Administration*: Rafi moved to approve. Jess seconded. Rule passed.

New Business from the Floor:

- Andrew mentioned that if we are sick, we have been told that we should stay home. However, adjunct faculty do not have sick days and it makes it difficult to stay home. Andrew suggested that we should look into some kind of sick pool for adjuncts. Dr. Thomas said that would be in the discussions coming.

4:53: Amy moved to adjourn. Jess seconded.